



HOW TO **zoom** CHURCH & SMALL GROUP





CHURCH



How do I



get to church

Instead of driving or commuting to church just turn on your computer or device and go to the

Church Website

<http://www.northrydeanglican.org.au/sunday-services/>

St John's North Ryde Anglican

[SUNDAY SERVICES](#) | [I NEED HELP](#) | [LIVE STREAM](#) | [VOLUNTEER](#) | [SAFE MINISTRY](#) | [ST JOHN'S PRESCHOOL](#) | [WEEKLY BULLETIN](#) ▼ | [SERMONS](#) | [MINISTRY PARTNERS](#) ▼

[PRIVACY POLICY](#) | [MEMBERS](#) ▼ | [WELCOME BOOKLET](#) | [GIVING AT ST JOHN'S](#) |

Church is all about gathering and encouragement, so we are also scheduling the following zoom groups for interaction after the service. We suggest you watch the youtube video Sunday 10am, and then join our chat at 11am.



You can join these scheduled 1hr meetings by clicking on the links below:

11am Chat (following the regular Sunday 10am time slot)

Join Zoom Meeting

<https://zoom.us/j/271655712?pwd=UDZjMFZycHFkRlIGMk16ZVJwVHdBQT09>

Meeting ID: 271 655 712

Password: 449256

6pm Chat (following the regular Sunday 5pm time slot):

Join Zoom Meeting

<https://zoom.us/j/714726718?pwd=dzhIVDNyNVNTRnlmaDBnRGi4RHARDz09>

Meeting ID: 714 726 718

Password: 725230




CHURCH



Then click the link for your service

The Cloud Meeting Company



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The link may take you to a join a meeting screen

Join a Meeting

Meeting ID or Personal Link Name

Join

Join a meeting from an H.323/SIP room system

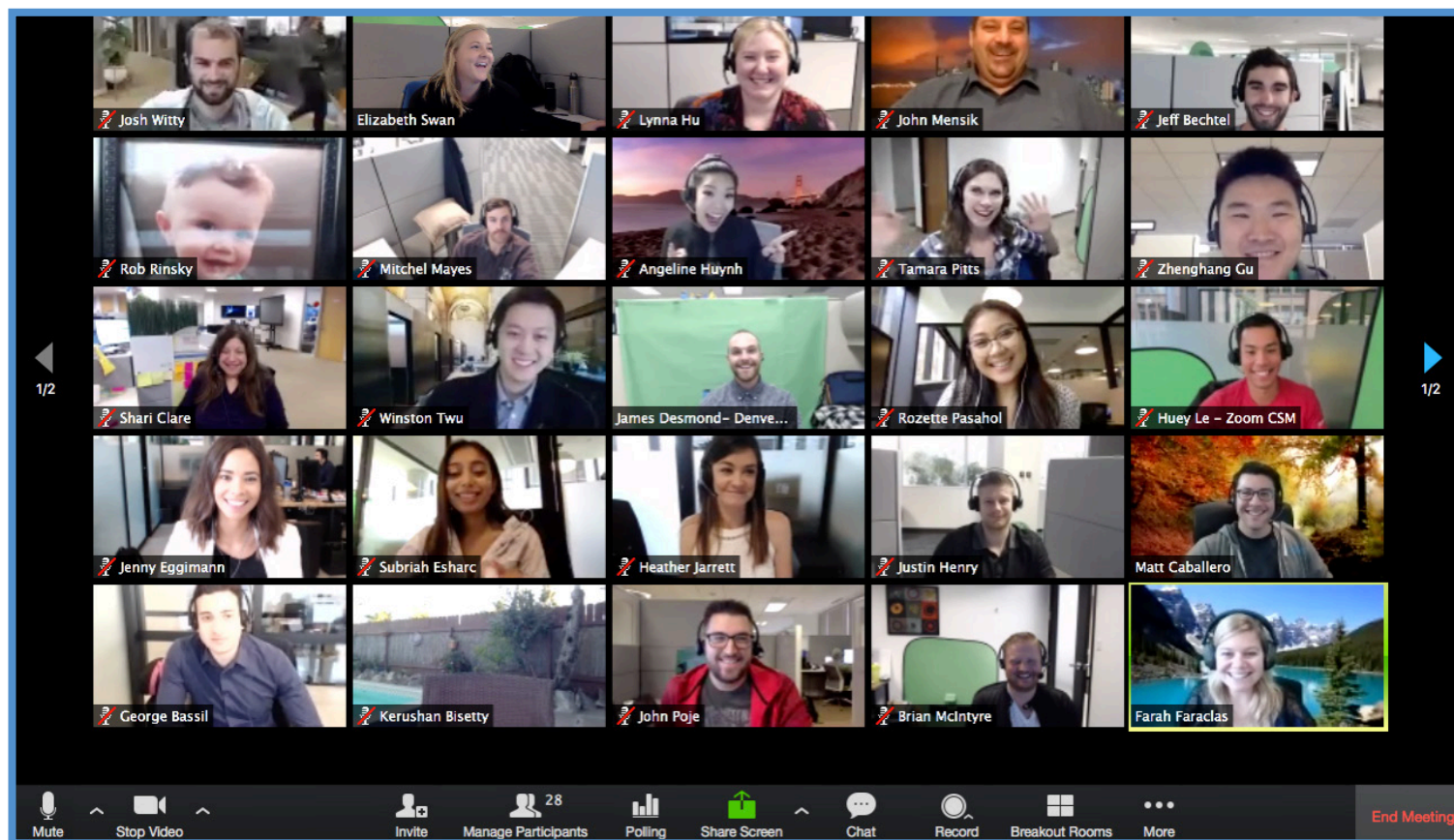
Just copy and paste
or enter in the Meeting ID
from the website
below your services link
then do the same
with the password



CHURCH

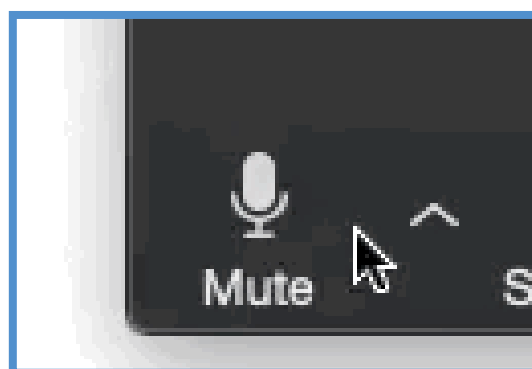


Welcome to Church



This may seem a bit overwhelming but it's ok, you're meeting with your bothers & sisters in Christ, and everyone is in the same boat.

The host may put you on mute to make it easier to hear. You can do that too by pressing this button. Press the button again to talk or press spacebar





CHURCH



Another way to get to church

If you don't have access to the Internet
or don't feel comfortable
don't worry you can join church by phone

10am Service

Call: 02 8015 6011, then press: 271 655 712#, wait and then #

5pm Service

Call: 02 8015 6011, then press: 714 726 718#, wait and then #





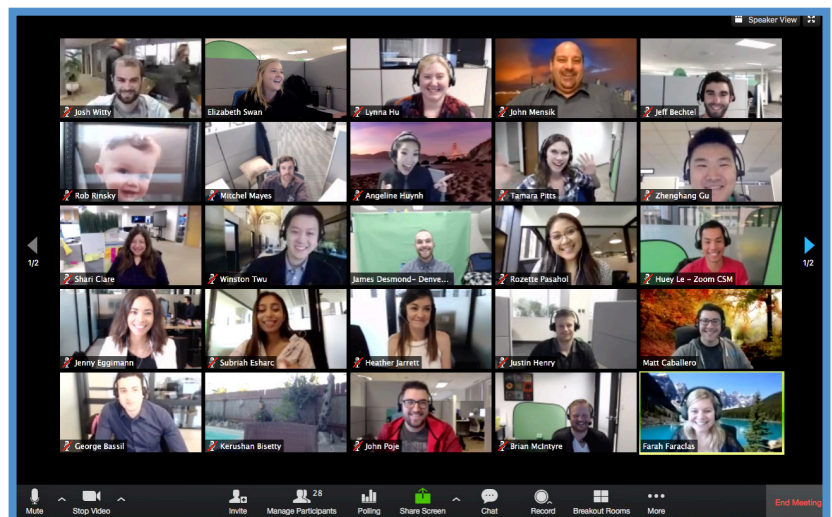
get to small group

The link may take you to a Join a Meeting screen

Join

Welcom to Small Group!

Your leader will
guide you through
the rest.





SMALL GROUP

Tips

for leading a Zoom Small Group

- If you are scheduling a meeting ensure that under the “Advanced Options”, you tick the following:
 - “Enable join before host”
(so participants can start to interact before and after you leave)
 - “Mute participants on entry”
(so when people join in at different times and there is a conversation going, it is not too disruptive).
- Be aware that different people will be on Zoom using different devices: some on their desktop, some with mobile phones or iPads, etc.
The interface and features are different on different devices.
Try to familiarise yourself with the different interfaces on different devices so you can provide clear instructions to get your participants doing various things, varying for their different devices.
- When you are sharing a video, tick
 - “Optimise Screen Sharing” and “Share computer sound”
at the bottom of your Zoom app screen, but DO NOT tick this when sharing a powerpoint slide as it makes the text blurry.
(You can do this through the “Share Screen” icon at the bottom of your screen.)



SMALL GROUP

- When giving a short talk (AND KEEP THEM SHORT: 15mins max), make sure to mute everyone so that distractions won't be an issue. Also tell everyone to switch to **SPEAKER VIEW** (top right hand corner) so they are not distracted by everyone's faces.

Another option is to ask people to find the 'speaker' and to get them to 'pin' their video. Find the button with the 3 dots, and click 'pin video'

- The optimal number of people per discussion group is 4 but Zoom works well with more (don't be too hampered by number). It is important to make sure everyone is **UNMUTED** or the conversation won't flow.
- Spell out practical expectations at the start clearly about what this time together will require from everyone:
 - Being in a quiet spot
 - Having adequate lighting so everyone can see everyone clearly
 - Being close to a charging port or powerpoint because video conferencing very quickly drains battery power

Do this every time so it becomes a habit for everyone.

Make sure you are modelling these things.

- As a leader, it's important to start the group conversation acknowledging everyone who is there. And, as new people join in, acknowledging them when they enter the conversation/'room'. This is important for showing every person that their effort to join in is important and valued and that this time is precious. Make every opportunity to acknowledge people, e.g. if someone seemed to want to make a comment, but another person got in there before them, make sure you say, "Sorry <insert name>, it looked like you wanted to say something just before Jill. Please share." (But do let Jill finish what she is saying first).
- When someone joins later, let the person who is talking finish, acknowledge them for sharing, and then make sure you catch the new person up: "Hi Vonnie! Yay, so glad you made it! Just before you logged in, we were sharing about the question...Colin just shared that..."



SMALL GROUP

- Be very explicit about giving directives concerning turn taking (might sound awkward but in fact makes online interaction less awkward)
 - “Ok, after I ask this question, Vonnice is going to share first, and then Jack, and then Jill and then Colin. I will share after Colin.”
 - (Prayer time:) “Let’s have 2 people pray. Please gesture by raising your hand on the screen if you are willing to pray...Ok, Jack, you can pray first and then after Jack, Colin, you pray.”